

# VILAS COUNTY JAIL

## Huber Weekly Work Schedule

(Work Schedule MUST be turned in prior to start of work week. No Schedule/No Work)

Inmate Name: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required)

					Jail Staff Only		
	Date	Start Time	End Time	Job Site	Time Out	Time In	Total Hours Out
<b>Sunday</b>							
<b>Monday</b>							
<b>Tuesday</b>							
<b>Wednesday</b>							
<b>Thursday</b>							
<b>Friday</b>							
<b>Saturday</b>							

### Instructions for Employer:

- 1) Fill in all necessary information. Information will be used by jail staff to determine release times and to verify hours worked.
- 2) Inmate May be allowed to work days other than scheduled with written request or amended work schedule.
- 3) Schedule may be brought to jail in person OR faxed to 715-477-0653.

Jail Sgt Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature Required)